

**David Ashlee** Town Clerk

Your Ref  
Our Ref: DA/LS/C2

24th July 2007

Dear Councillor

Could you please note that a meeting of Finance and General Purposes Committee will be held on **Monday 30th July 2007 at 7.30 pm** at the Council Chamber, Grove House, 76 High Street North, Dunstable when the following business will be transacted.

### **AGENDA**

1. Apologies for Absence.
2. Minutes of the meetings of Committee held on 21st May and 18th June 2007 (copies previously circulated).
3. Specific Declarations of Interest.
4. Accounts –to receive the Minutes of the Accounts Sub-Committees held on 21st June and 19th July 2007 (see page 1). (The full schedule of accounts approved at these meetings will be on the table for inspection by Members.)
5. Civic Events and Mayoral Activities – report of Civic Administration Officer (see page 3)
6. Future use of ex-smoking room – report of Town Clerk (see page 6)
7. Personnel – Appraisal System – report of Town Clerk (see page 8)
8. Town Centre Management Committee – Minutes of Meeting 19th June 2007 (see page 21)
9. Dispensation request for non-attendance at Committee Meetings - report of Town Clerk (see page 25)
10. Reports from Outside Organisations.

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It is recommended that the following item be considered after a resolution has been passed excluding the press and public.

1. Priory House Catering Contract – report of Town Clerk (see page 26)

Yours faithfully

D Ashlee  
Town Clerk

To: All Members of Finance and General Purposes Committee  
Councillor Mrs B M Boatwright (Town Mayor); Councillor A E Green (Deputy Town Mayor);  
Councillors Mrs S A Newton (Chairman); M J P Mullany (Vice-Chairman); P J Boatwright, T C  
Colbourne, A J Fairbairn, M Hearty, M Jones, P E Russell, T Stock and M Tilley and other Members  
of the Council for information.